Georgia Department of Natural Resources
Environmental Protection Division Laboratory

Laboratory Manager Approval: *Shene A. Jones* / _____ 08/19/2021

QA Manager Approval: *Jeffrey Moone* / _____ 08/19/2021

Procedure for the Receipt and LIMS Log-in of Metals Samples for PBCU

Access to this SOP shall be available within the laboratory for reference purposes; the official copy of this SOP resides on the official Georgia EPD website at https://epd.georgia.gov/about-us/epd-laboratory-operations. Printed copies of this SOP will contain a watermark indicating the copy is an uncontrolled copy.

This SOP serves as a checklist for the steps involved in the receipt and LIMS Log-in of Metals samples for PBCU Receiving

1. Open boxes

2. Remove bottles and paperwork from the box. Line bottles up in order of bottle id number.

3. Check paperwork

4. Match each form to a bottle. Use site numbers if available, otherwise use bottle id number.

5. Make sure bottle id number and site number are the same on bottle and form (change form as needed)

6. Check Date/times on forms to be sure at least six hours between water last used and water collected. If not, at log in enter test codes #DWPROB and !VOID for that sample.

7. Check that sample was received by laboratory no more than 14 days after collection. If not, at log in enter test codes #DWPROB and !VOID for that sample.

8   Check that sample was taken inside sample monitoring period (6 month, yearly or 3 year). If not, at log in enter test code !PBCULATE for that sample.

9.   Any problems need are recorded on the **Problem Log Sheet** (one system per sheet. **Do not use more than one form per system unless the first sheet is full**.) Form location: S:/MetalsForms2/pbucprb170727.xlsx (See Page 6 of this SOP).

10.   Check the box in the bottom middle of the page that correlates to method of arrival (UPS, FED EX. US mail, courier, hand or other)

11.   In the box to the left for **Acid Date**, write date/time acidified and initial (should be todays date)

13.   Add 5ml of Concentrated Nitric Acid to each sample. Samples must sit at least 16 hours before the analysis phase can begin

14.   Problem calls can be done immediately or after samples have been logged in. (See 9.)

15.   Once the problem is resolved, the information in labworks is updated with removal of the !VOID test code, and the analysis is ordered using #PBCU test group

16.   If the sample remains a problem, then it needs to be remailed for resampling. See Remailing section of SOP

17.   Either way, add information to #DWPROB explaining what the issue was. If resolved and still has the !VOID test code, then complete and validate the !void test code so it is flagged as sample done. If remailed add that to the #DWPROB, and dispose of the original sample noting that in the #DWPROB comments

18.   After 3 attempts (on 3 different days) to contact the system with no response, mail a new bottle, but hold ~~on to~~ the original until approved by a manager for disposal

Login

1. Place sample bottles on cart or counter in order and make sure paperwork each matches bottle

2. Open labworks/Login/Multisample_login

3. Source_ID# enter system id

4. Sample Description should auto fill with name of ~~the~~ system

5. At this time, ~~you can~~ enter any information that is the same for all bottles in that system

6. Select the row, copy,

7. Select number of rows needed for system and paste

8. Enter information for each bottle

9. Entry Point (PT) is the Site Number

10. Lasttime is the last time water was used, enter using military time

11. Lastdate is the last day water was used

12. Collection time is the time water was collected. Enter using military time

13. Collection Date is the day water was collected

14. If am/pm is omitted, use best judgement (usually for last used go with pm and for collected go with am. Please note, 00:00 is midnight and first minute of new day. Also, 23:59 is last minute of the day)

15. For Sample Collector, use first initial and last name. If last name is not legible, use first name and last initial. If entire name is unreadable or absent, use name on Final Targeted Sample Form. If this form is not available, use Operator Name.

16. Dateacid is the date acid was added, should be date of arrival.

17. DNR_Project is always PBCU

18. BOTTLE_ID is the bottle number

19. Lab is Metals

20. To choose the test code, right click anywhere on row and choose Edit Analysis from drop down list

21.   For non-problem samples add test code #PBCU. If more than one sample for a system, copy and paste to every line

22.   Under agency code, choose 1 for routine

23.   If requested, samples can be logged in using other agency codes such as 2 for conformation, 3 for replacement, 4 for source and 5 for special.

24.   For problems add test code #DWPROB and !VOID

25.   For samples arriving having been sampled outside their sampling period add !PBUCLATE

26.   Once log in is complete, or the sheet is full (100), click the log in button and save the file using 2 digit year, 2 digit month, 2 digit day, initials. For example, on 11/18/2015 save as 151118DMV01 and increment the number on the end only if labels have already been printed for the first batch, otherwise keep adding them to the same record file

27.   For Georgia Rural samples (usually, Guy Kemp) edit through labworks and set the agency code at log in to 5 for special. These samples will have a collected time/date but no last used or bottle id number. The sample description should lead with the Water System Facility ID# 201 and the site number will usually be 301/302/303 etc.

28.   To print labels go to J:\Access\Utilities1\metals.mdb

29.   Run Report XPBCULBL enter name of login record file (i.e. batch number) from above

30.   Add non weatherproof labels to the printer and print

31.   To print log in check report go to:
        S:\PRIMEDAT\METALS\utilities1A.copy.mdb

32.   Run Report rptLoginCheck enter the first day to start and day to end (times are presumed to be 00:00. For example, if only need forms from the 18th add 11/18/2015 and 11/19/2015

33.   Make sure labels are out of printer and print

34. Three labels are printed. One goes on the corresponding form (Copper and Lead Sample Collection Form), one goes on the corresponding bottle, and the last is saved for batching and corresponding tubes

35. Login in check report goes to each system

36. Login check report must be reviewed by Supervisor or another analyst for errors within one or two days. Any errors found must be corrected promptly

Remailing for Problem samples to be recollected

1. Open the file s:\SDWISGA\DWBottleNonTCRSched.accdb

2. Click on button for Drinking Water Systems

3. In WSID enter the system ID number

4. Select bottle ID for remail

5. Click on Replacement Bottle button

6. Enter initials and reason for the remail.

7. If remail is required and the bottle id is unknown, select any bottle and remove comments linking bottles together (i.e. replaced by and replacing comments.)

8. Repeat for each bottle remailed

Lead and Copper Problem Log Sheet

System ID # _____ System Name _____ Date Acidified _____

Telephone _____ Contact Person _____

Site # _____				LU:			C:		
Name				Date		Time	Date		Time
Problem <6hrs	>14 days	missing information	spilled in transit	missing form	missing bottle	other			
Site # _____				LU:			C:		
Name				Date		Time	Date		Time
Problem <6hrs	>14 days	missing information	spilled in transit	missing form	missing bottle	other			
Site # _____				LU:			C:		
Name				Date		Time	Date		Time
Problem <6hrs	>14 days	missing information	spilled in transit	missing form	missing bottle	other			
Site # _____				LU:			C:		
Name				Date		Time	Date		Time
Problem <6hrs	>14 days	missing information	spilled in transit	missing form	missing bottle	other			
Site # _____				LU:			C:		
Name				Date		Time	Date		Time
Problem <6hrs	>14 days	missing information	spilled in transit	missing form	missing bottle	other			
Site # _____				LU:			C:		
Name				Date		Time	Date		Time
Problem <6hrs	>14 days	missing information	spilled in transit	missing form	missing bottle	other			
Site # _____				LU:			C:		
Name				Date		Time	Date		Time
Problem <6hrs	>14 days	missing information	spilled in transit	missing form	missing bottle	other			
Site # _____				LU:			C:		
Name				Date		Time	Date		Time
Problem <6hrs	>14 days	missing information	spilled in transit	missing form	missing bottle	other			
Site # _____				LU:			C:		
Name				Date		Time	Date		Time
Problem <6hrs	>14 days	missing information	spilled in transit	missing form	missing bottle	other			
Site # _____				LU:			C:		
Name				Date		Time	Date		Time
Problem <6hrs	>14 days	missing information	spilled in transit	missing form	missing bottle	other			
Site # _____				LU:			C:		
Name				Date		Time	Date		Time
Problem <6hrs	>14 days	missing information	spilled in transit	missing form	missing bottle	other			

contact attempts

	type	date	time	name	resolution	initials
1						
2						
3						
4						

_____
_____
_____
_____
_____

s:/MetalsForms2/pbcuprb170727.xlsx